

RECORDS MANAGEMENT APPLICATION PILOT PROJECT:
BASELINE SURVEY APPENDIX

Frequencies of Survey Variables
(For variables not tabulated individually in the report.)

Information Work Items

V5A information work - write memos

	Frequency	Percent
1 rarely or never	7	14.58
2 occasionally	7	14.58
3 sometimes	15	31.25
4 usually	8	16.67
5 very often or always	11	22.92
Total	48	100.00

V5B information work - write reports

	Frequency	Percent
1 rarely or never	14	29.17
2 occasionally	8	16.67
3 sometimes	15	31.25
4 usually	4	8.33
5 very often or always	6	12.50
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V5C information work - edit

	Frequency	Percent
1 rarely or never	16	33.33
2 occasionally	5	10.42
3 sometimes	14	29.17
4 usually	7	14.58
5 very often or always	6	12.50
Total	48	100.00

V5D information work - develop forms

	Frequency	Percent
1 rarely or never	20	41.67
2 occasionally	10	20.83
3 sometimes	9	18.75
4 usually	8	16.67
5 very often or always	1	2.08
Total	48	100.00

V5E information work - fill out forms

	Frequency	Percent
1 rarely or never	3	6.25
2 occasionally	11	22.92
3 sometimes	19	39.58
4 usually	9	18.75
5 very often or always	5	10.42
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V5F information work - create databases

	Frequency	Percent
1 rarely or never	11	22.92
2 occasionally	10	20.83
3 sometimes	12	25.00
4 usually	5	10.42
5 very often or always	10	20.83
Total	48	100.00

V5G information work - use databases

	Frequency	Percent
1 rarely or never	8	16.67
2 occasionally	7	14.58
3 sometimes	12	25.00
4 usually	12	25.00
5 very often or always	9	18.75
Total	48	100.00

V5H information work - create documents

	Frequency	Percent
1 rarely or never	6	12.50
2 occasionally	9	18.75
3 sometimes	11	22.92
4 usually	11	22.92
5 very often or always	11	22.92
Total	48	100.00

V5I information work - use documents

	Frequency	Percent
1 rarely or never	5	10.42
2 occasionally	9	18.75
3 sometimes	13	27.08
4 usually	10	20.83
5 very often or always	11	22.92
Total	48	100.00

V5J information work - activity logs

	Frequency	Percent
1 rarely or never	6	12.50
2 occasionally	11	22.92
3 sometimes	7	14.58
4 usually	15	31.25
5 very often or always	9	18.75
Total	48	100.00

V5K information work - admin support

	Frequency	Percent
1 rarely or never	19	39.58
2 occasionally	9	18.75
3 sometimes	3	6.25
4 usually	9	18.75
5 very often or always	8	16.67
Total	48	100.00

V5L information work - analyze data

	Frequency	Percent
1 rarely or never	14	29.17
2 occasionally	4	8.33
3 sometimes	8	16.67
4 usually	11	22.92
5 very often or always	10	20.83
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V5M information work - programming or statistics

	Frequency	Percent
1 rarely or never	18	37.50
2 occasionally	13	27.08
3 sometimes	14	29.17
4 usually	1	2.08
5 very often or always	1	2.08
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V5N information work - use graphs

	Frequency	Percent
1 rarely or never	18	37.50
2 occasionally	14	29.17
3 sometimes	8	16.67
4 usually	6	12.50
5 very often or always	2	4.17
Total	48	100.00

V5O information work - retrieve information

	Frequency	Percent
1 rarely or never	6	12.50
2 occasionally	12	25.00
3 sometimes	12	25.00
4 usually	8	16.67
5 very often or always	10	20.83
Total	48	100.00

V5P information work - assemble information

	Frequency	Percent
1 rarely or never	12	25.00
2 occasionally	11	22.92
3 sometimes	12	25.00
4 usually	9	18.75
5 very often or always	3	6.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V5Q information work - supervise info work

	Frequency	Percent
1 rarely or never	9	18.75
2 occasionally	12	25.00
3 sometimes	5	10.42
4 usually	7	14.58
5 very often or always	15	31.25
Total	48	100.00

V6 proportion of work group-based

	Frequency	Percent
1 lowest quintile	5	10.42
2 second quintile	6	12.50
3 third quintile	3	6.25
4 fourth quintile	19	39.58
5 highest quintile	15	31.25
Total	48	100.00

V7A group work proportion - only my division

	Frequency	Percent
1 lowest quintile	10	20.83
2 second quintile	11	22.92
3 third quintile	9	18.75
4 fourth quintile	12	25.00
5 highest quintile	6	12.50
Total	48	100.00

V7B group work proportion - others in DMB

	Frequency	Percent
1 lowest quintile	21	43.75
2 second quintile	12	25.00
3 third quintile	2	4.17
4 fourth quintile	6	12.50
5 highest quintile	3	6.25
Total	44	91.67
Missing	4	8.33
Total	48	100.00

V7C group work proportion - other depts

	Frequency	Percent
1 lowest quintile	17	35.42
2 second quintile	13	27.08
3 third quintile	4	8.33
4 fourth quintile	8	16.67
5 highest quintile	6	12.50
Total	48	100.00

V7D group work proportion - outside state gov

	Frequency	Percent
1 lowest quintile	40	83.33
2 second quintile	4	8.33
3 third quintile	1	2.08
4 fourth quintile	2	4.17
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V8 work group change

	Frequency	Percent
1 stays the same	9	18.75
2 varies a little	8	16.67
3 varies moderately	17	35.42
4 varies considerably	7	14.58
5 varies a lot	7	14.58
Total	48	100.00

Computer Use Items

V9 year started using computer

	Frequency	Percent
1972	1	2.08
1975	1	2.08
1977	1	2.08
1980	1	2.08
1981	1	2.08
1983	1	2.08
1985	4	8.33
1986	2	4.17
1987	2	4.17
1988	2	4.17
1989	3	6.25
1990	3	6.25
1991	4	8.33

	1992	3	6.25
	1994	5	10.42
	1995	5	10.42
	1996	1	2.08
	1999	1	2.08
	2000	2	4.17
Total		43	89.58
Missing System		5	10.42
Total		48	100.00

V10 degree of knowledge

	Frequency	Percent
1 very limited knowledge	5	10.42
2 limited knowledge	6	12.50
3 intermediate	13	27.08
4 good knowledge	13	27.08
5 very complete knowledge	11	22.92
Total	48	100.00

V11 turn for help - user manual

	Frequency	Percent
0 not chosen	20	41.67
1 first choice	5	10.42
2 second choice	12	25.00
3 third choice	11	22.92
Total	48	100.00

V11 turn for help - online help

	Frequency	Percent
0 not chosen	29	60.42
1 first choice	8	16.67
2 second choice	5	10.42
3 third choice	6	12.50
Total	48	100.00

V11 turn for help - ITSD help desk

	Frequency	Percent
0 not chosen	25	52.08
1 first choice	2	4.17
2 second choice	10	20.83
3 third choice	10	20.83
Total	48	100.00

V11 turn for help - co-worker

	Frequency	Percent
0 not chosen	5	10.42
1 first choice	32	66.67
2 second choice	6	12.50
3 third choice	5	10.42
Total	48	100.00

V11 turn for help - vendor

	Frequency	Percent
0 not chosen	44	91.67
2 second choice	2	4.17
3 third choice	1	2.08
Total	48	100.00

V12 preferred learning method - class

	Frequency	Percent
0 not chosen	12	25.00
1 first choice	13	27.08
2 second choice	6	12.50
3 third choice	16	33.33
Total	48	100.00

V12 preferred learning method - small group

	Frequency	Percent
0 not chosen	14	29.17
1 first choice	9	18.75
2 second choice	19	39.58
3 third choice	6	12.50
Total	48	100.00

V12 preferred learning method - coaching

	Frequency	Percent
0 not chosen	11	22.92
1 first choice	19	39.58
2 second choice	5	10.42
3 third choice	11	22.92
Total	48	100.00

V12 preferred learning method - online tutorial

	Frequency	Percent
0 not chosen	37	77.08
2 second choice	6	12.50
3 third choice	2	4.17
Total	48	100.00

V12 preferred learning method - experimentation

	Frequency	Percent
0 not chosen	25	52.08
1 first choice	7	14.58
2 second choice	7	14.58
3 third choice	7	14.58
Total	48	100.00

V13 computer use influence work effectiveness

	Frequency	Percent
1 very negative effect	1	2.08
2 negative effect	1	2.08
3 neither negative nor positive	5	10.42
4 positive effect	16	33.33
5 very positive effect	24	50.00
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V14 computer use influence work life quality

	Frequency	Percent
1 very negative effect	1	2.08
2 negative effect	1	2.08
3 neither negative nor positive	9	18.75
4 positive effect	15	31.25
5 very positive effect	22	45.83
Total	48	100.00

V15 top management support

	Frequency	Percent
1 not very supportive	2	4.17
3 moderately supportive	14	29.17
4 very supportive	15	31.25
5 highly supportive	17	35.42
Total	48	100.00

V16 user involvement

	Frequency	Percent
1 not very involved	8	16.67
2 somewhat involved	7	14.58
3 moderately involved	16	33.33
4 very involved	10	20.83
5 highly involved	7	14.58
Total	48	100.00

Managing Electronic Information

V17A sent email saved

	Frequency	Percent
1 lowest quintile	20	41.67
2 second quintile	12	25.00
3 third quintile	8	16.67
4 fourth quintile	5	10.42
5 highest quintile	2	4.17
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V17B received email saved

	Frequency	Percent
1 lowest quintile	17	35.42
2 second quintile	10	20.83
3 third quintile	9	18.75
4 fourth quintile	9	18.75
5 highest quintile	2	4.17
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V17C records saves

	Frequency	Percent
1 lowest quintile	14	29.17
2 second quintile	5	10.42
3 third quintile	9	18.75
4 fourth quintile	9	18.75
5 highest quintile	10	20.83
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V17D1 percent records saved in e-form

	Frequency	Percent
1 lowest quintile	15	31.25
2 second quintile	7	14.58
3 third quintile	3	6.25
4 fourth quintile	5	10.42
5 highest quintile	9	18.75
Total	39	81.25
Missing	9	18.75
Total	48	100.00

V17D2 percent records saved in print-form

	Frequency	Percent
1 lowest quintile	23	47.92
2 second quintile	6	12.50
3 third quintile	5	10.42
4 fourth quintile	4	8.33
5 highest quintile	3	6.25
Total	41	85.42
Missing	7	14.58
Total	48	100.00

V17D3 percent records saved in e-form and print-form

	Frequency	Percent
1 lowest quintile	16	33.33
2 second quintile	11	22.92
3 third quintile	2	4.17
4 fourth quintile	6	12.50
5 highest quintile	4	8.33
Total	39	81.25
Missing	9	18.75
Total	48	100.00

V18A ease of locating new e-records

	Frequency	Percent
1 very hard	3	6.25
2 hard	3	6.25
3 in between	11	22.92
4 easy	14	29.17
5 very easy	16	33.33
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V18B ease of locating old e-records

	Frequency	Percent
1 very hard	5	10.42
2 hard	6	12.50
3 in between	11	22.92
4 easy	12	25.00
5 very easy	13	27.08
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V19MONTH frequency of deletion of old e-records

	Frequency	Percent
1 every 6 months	13	27.08
2 every year	1	2.08
3 when time is available	24	50.00
4 when disk is full	2	4.17
5 never	4	8.33
6 other	3	6.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V20 confuse e-records?

	Frequency	Percent
1 rarely or never	14	29.17
2 occasionally	11	22.92
3 sometimes	17	35.42
4 usually	2	4.17
5 very often or always	2	4.17
Total	46	95.83
Missing	2	4.17
Total	48	100.00

V21 lose e-records?

	Frequency	Percent
1 rarely or never	18	37.50
2 occasionally	21	43.75
3 sometimes	7	14.58
4 usually	1	2.08
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V22A need to obtain others' e-records

	Frequency	Percent
1 rarely or never	18	37.50
2 occasionally	5	10.42
3 sometimes	11	22.92
4 usually	10	20.83
5 very often or always	4	8.33
Total	48	100.00

V22B ease of obtaining others' e-records

	Frequency	Percent
1 very hard	6	12.50
2 hard	10	20.83
3 in between	14	29.17
4 easy	6	12.50
5 very easy	2	4.17
Total	38	79.17
Missing	10	20.83
Total	48	100.00

V23A coworkers need to obtain e-records

	Frequency	Percent
1 rarely or never	11	22.92
2 occasionally	8	16.67
3 sometimes	20	41.67
4 usually	5	10.42
5 very often or always	4	8.33
Total	48	100.00

V23B coworkers ease of obtaining e-records

	Frequency	Percent
1 very hard	5	10.42
2 hard	5	10.42
3 in between	15	31.25
4 easy	9	18.75
5 very easy	5	10.42
Total	39	81.25
Missing	9	18.75
Total	48	100.00

V24 proportion of e-records saved by others

	Frequency	Percent
1 lowest quintile	36	75.00
2 second quintile	3	6.25
3 third quintile	3	6.25
4 fourth quintile	3	6.25
5 highest quintile	2	4.17
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V25 quality of e-record process

	Frequency	Percent
1 works very poorly	5	10.42
2 works poorly	4	8.33
3 in between	11	22.92
4 works well	14	29.17
5 works very well	14	29.17
Total	48	100.00

V26A importance of retaining personal file copies

	Frequency	Percent
1 very unimportant	10	20.83
2 unimportant	6	12.50
3 in between	14	29.17
4 important	9	18.75
5 very important	8	16.67
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V26B impact of shared file system

	Frequency	Percent
1 very detrimental	3	6.25
2 detrimental	2	4.17
3 no real impact	22	45.83
4 beneficial	12	25.00
5 very beneficial	9	18.75
Total	48	100.00

Work Context

V27A It's basically my own responsibility to decide how my job gets done

	Frequency	Percent
1 strongly disagree	1	2.08
2 disagree	1	2.08
3 neither agree nor disagree	8	16.67
4 agree	10	20.83
5 strongly agree	27	56.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27B My job requires that I keep learning new things

	Frequency	Percent
3 neither agree nor disagree	4	8.33
4 agree	16	33.33
5 strongly agree	27	56.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27C My job often requires me to check with other people
in this organization

	Frequency	Percent
2 disagree	1	2.08
3 neither agree nor disagree	7	14.58
4 agree	16	33.33
5 strongly agree	23	47.92
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27D If we made a few changes here, this could be a much
better place to work

	Frequency	Percent
1 strongly disagree	1	2.08
2 disagree	3	6.25
3 neither agree nor disagree	17	35.42
4 agree	12	25.00
5 strongly agree	13	27.08
Total	46	95.83
Missing	2	4.17
Total	48	100.00

V27E My work group comes up with ideas that help the organization operate more effectively

	Frequency	Percent
2 disagree	3	6.25
3 neither agree nor disagree	10	20.83
4 agree	19	39.58
5 strongly agree	15	31.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27F I have little chance to use my personal initiative or judgment in carrying out my work

	Frequency	Percent
1 strongly disagree	23	47.92
2 disagree	13	27.08
3 neither agree nor disagree	3	6.25
4 agree	4	8.33
5 strongly agree	4	8.33
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27G It's really not possible to change things around here

	Frequency	Percent
1 strongly disagree	13	27.08
2 disagree	13	27.08
3 neither agree nor disagree	11	22.92
4 agree	4	8.33
5 strongly agree	6	12.50
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27H My job requires that I do the same things over and over

	Frequency	Percent
1 strongly disagree	5	10.42
2 disagree	16	33.33
3 neither agree nor disagree	16	33.33
4 agree	7	14.58
5 strongly agree	3	6.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27I This job requires a lot of cooperative work with other people

	Frequency	Percent
1 strongly disagree	1	2.08
3 neither agree nor disagree	5	10.42
4 agree	13	27.08
5 strongly agree	28	58.33
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27J Changes here always seem to create more problems than they *solve*

	Frequency	Percent
1 strongly disagree	12	25.00
2 disagree	21	43.75
3 neither agree nor disagree	13	27.08
4 agree	1	2.08
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27K My work group is known for not getting things done

	Frequency	Percent
1 strongly disagree	32	66.67
2 disagree	6	12.50
3 neither agree nor disagree	4	8.33
4 agree	1	2.08
5 strongly agree	4	8.33
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27L I have the freedom to decide what I do on the job

	Frequency	Percent
1 strongly disagree	1	2.08
2 disagree	5	10.42
3 neither agree nor disagree	10	20.83
4 agree	16	33.33
5 strongly agree	15	31.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27M My job requires a high level of skill

	Frequency	Percent
1 strongly disagree	1	2.08
2 disagree	1	2.08
3 neither agree nor disagree	12	25.00
4 agree	18	37.50
5 strongly agree	15	31.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27N This job can be done adequately by a person working alone most of the time

	Frequency	Percent
1 strongly disagree	12	25.00
2 disagree	13	27.08
3 neither agree nor disagree	13	27.08
4 agree	5	10.42
5 strongly agree	3	6.25
Total	46	95.83
Missing	2	4.17
Total	48	100.00

V27O When changes are made in this organization, the employees usually lose out in the end

	Frequency	Percent
1 strongly disagree	17	35.42
2 disagree	13	27.08
3 neither agree nor disagree	14	29.17
4 agree	3	6.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27P I get to do a number of different things on my job

	Frequency	Percent
2 disagree	1	2.08
3 neither agree nor disagree	4	8.33
4 agree	14	29.17
5 strongly agree	28	58.33
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27Q My job lets me use my skills and abilities

	Frequency	Percent
2 disagree	1	2.08
3 neither agree nor disagree	3	6.25
4 agree	17	35.42
5 strongly agree	25	52.08
Total	46	95.83
Missing	2	4.17
Total	48	100.00

V27R When we need to, my work group can make good decisions quickly

	Frequency	Percent
1 strongly disagree	2	4.17
2 disagree	2	4.17
3 neither agree nor disagree	4	8.33
4 agree	16	33.33
5 strongly agree	23	47.92
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27S I think that changes in this organization tend to work well

	Frequency	Percent
1 strongly disagree	2	4.17
2 disagree	4	8.33
3 neither agree nor disagree	12	25.00
4 agree	22	45.83
5 strongly agree	7	14.58
Total	47	97.92
Missing	1	2.08
Total	48	100.00

V27T We have a very productive workgroup

	Frequency	Percent
3 neither agree nor disagree	6	12.50
4 agree	14	29.17
5 strongly agree	27	56.25
Total	47	97.92
Missing	1	2.08
Total	48	100.00